

Central Intelligence Agency  
Washington, D.C. 20505

25 February 1982

Executive Director

NOTE FOR: DDA

FROM: EA/ExDir

SUBJECT: Study Concerning Consolidation of  
Micrographics

On 14 December the DDCI asked that  
CORE take another look at how micrographics  
could be consolidated, accommodating DDI and  
DDO concerns.

John suggests that you get on with it.



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MORI/CDF Pages 3-4.

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DDA 82-0178/9

82-2269/1

24 FEB 1982

MEMORANDUM FOR: Executive Director

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Study Concerning Consolidation of Micrographics

As you are aware, at the 14 December 1981 Executive Committee meeting it was recommended that a further study of micrographics consolidation be conducted. Correspondence received from other directorates subsequently indicated that there is strong opposition to conducting another study on this subject. At my request the Deputy Director of Logistics held a meeting with the interested parties to review this issue. Forwarded herewith is a memorandum which reflects the essence of that meeting and contains a recommendation that the micrographics consolidation study not be undertaken at this time. I support this recommendation.

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 Harry E. Fitzwater
 

## Attachment

Memo to DDA from Mbr/DACORE  
dtd 16 Feb 82, same Subj

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## CONCUR:

 Executive Director
 

Date

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EO/DDA/  ba(22Feb82)

- 0 - Return to DDA w/att
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when separated from attachment.

16 February 1982

MEMORANDUM FOR: Deputy Director for Administration

VIA: Chairman, Directorate of Administration Cost  
Reduction and Efficiency Working Group

FROM: [REDACTED]

Directorate of Administration Cost Reduction and  
Efficiency Working Group Member

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SUBJECT: Micrographics Consolidation

1. On 16 February 1982, [REDACTED] Chief, Printing and Photography Division, Office of Logistics, and I met with Clarus Rice, Director of Central Reference, Directorate of Intelligence, and [REDACTED] Chief, Systems Group, Information Management Staff, Directorate of Operations, to discuss the Executive Committee recommendation of 14 December 1981 that the Cost Reduction and Efficiency (CORE) Working Group take another look at the consolidation of micrographics within the Agency. We discussed previous studies which had been conducted, their results, and the effort that would be required to conduct yet another study of this matter. For the most part, we agreed to disagree, but several points are clear:

a. The Directorate of Administration CORE Working Group felt the previous studies clearly showed the potential for cost and personnel savings. These savings were questioned by the other three directorates which calls into serious doubt the validity of the studies themselves.

b. Regardless of the facts of the matter, the resolution of this issue will likely require the input of management time and effort far in excess of any possible savings and will impair relationships between the Directorate of Administration and those directorates at a time when there are more important operational support issues which should be addressed.

2. In view of my concerns expressed in paragraph 1.b. above, I recommend that this issue be dropped from further consideration by the Directorate of Administration CORE Working Group and the Executive Committee.

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SUBJECT: Micrographics Consolidation

CONCUR:

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Chairman, Directorate of Administration Cost  
Reduction and Efficiency Working Group

\_\_\_\_\_  
Date

APPROVED:

\_\_\_\_\_  
Deputy Director for Administration

\_\_\_\_\_  
Date

Distribution:

- Orig - Please return to OL (Official)
- 1 - Chairman, DDA CORE Working Group
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- 1 - Chief, Systems Group, IMS, DO

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